



Job Description – Finance Officer

NAME OF POSTHOLDER: -

POST: Finance Officer

GRADE: GO5 Pts 12-19

ACCOUNTABLE TO: Business Manager

JOB PURPOSE:

- To facilitate the efficient running of the financial functions of the school;
- To keep accurate financial accounts and records for the school;
- To support with monthly payroll documentation preparation;
- Assist with the planning and development of financial support services;
- Under the instruction/guidance of senior staff, be responsible for undertaking administrative/financial, organisational processes within the school;
- To occasionally support with various aspects of finance and administration for Eirias Cluster Primary schools.

DUTIES AND RESPONSIBILITIES – JOB SPECIFIC

1. Financial

- Maintain budget reporting systems and generate management reports, expenditure reports for the purpose of budget monitoring;
- Provide advice to budget holders on financial aspects and ensuring that value for money principles are observed at all times;
- Analysis of key information such as expenditure/income reports by creating and utilising spreadsheets;
- Assist with the preparation of annual management accounts/final accounts process at the end of the financial year including VAT returns;
- Maintain a computerised commitment accounting system and recording and generating orders and debtor invoices;
- Manage computerised and manual cash handling systems in the school including income, banking, invoicing, cheque handling, bank reconciliation and cashflow;
- Maintain a robust audit trail of all financial transactions, keeping and maintaining an up-to-date filing system of all financial records;
- Monitor expenditure on various grants from external sources;
- Input financial data and records onto the computerised financial systems;

- Line manage and allocate work to Administration Staff who occasionally support the financial functions of the school (including appraisal);
- Maintaining the security and integrity of the petty cash systems and managing all aspects of the imprest accounts.
- Maintain and update the financial procedures manual;
- To support and assist with regard to financial audits (both internal and external auditors);
- Assisting the Business Manager with all aspects of school finance;
- Deputising for the Business Manager on financial aspects of the school as and when required including managing the office staff;

2. Administration

- Maintaining office stationery and resources (ordering, stock control, re-order levels) and maintaining security of controlled stationery.
- Manage and utilise manual and computerised record/information systems;
- Analyse and evaluate data/information and produce reports/information as required;
- Prioritising workloads to meet with deadlines and the demands of the role;

3. Communication

- To establish good relationships and communication with internal contacts (Staff, Students, Parents) and external contacts (Suppliers, Debtors, Creditors, Outside agencies);
- To effectively convey messages/contacts with timeliness and efficiency to the appropriate personnel;
- Understand, respect and practice confidentiality protocols that form part of the role.

4. General

- Extensive knowledge and awareness of the school's financial systems and procedures, LA Financial Regulations and Contract Standing Orders;
- To understand the role of teamwork in providing a quality service;
- Excellent communication skills both written and verbal;
- Ability to deal effectively with telephone calls;
- Ability to work with diversity;
- To understand the need for accuracy with regard to financial record keeping and maintaining audit trails;
- Occasional support with First Aid and maintaining a First Aid qualification.

DUTIES AND RESPONSIBILITIES – SCHOOL OBJECTIVES

- Comply and assist with the development of policies and to be aware of procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
- Contribute to the overall ethos/aims of the school;
- Establish constructive relationships and communicate with other agencies /professionals, to support all school objectives;
- To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;
- To comply with the school's practices, policies and procedures.
- To be responsible for the application of Health and Safety practices within the School, sharing a common responsibility for Health and Safety within the school as a whole;
- To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

KNOWLEDGE/SKILLS

- Excellent knowledge of Financial Systems and Audit;
- Excellent organisational skills;
- Strong attention to accuracy;
- Can use ICT effectively in terms of accurate financial record keeping and reporting (essential use of spreadsheets as a financial tool);
- Motivation, enthusiasm and the ability to work under pressure in a multi-skilled, demanding role;
- An excellent communicator;
- Work constructively as part of a team;
- Ability to relate well to children and adults.

DATE ISSUED: -

DATE LAST REVIEWED: 14 October 2021

Signature of Postholder:**date**.....

Signature of direct Line Manager.....**date**.....

Signature of Business Manager.....**date**.....

Signature of Headteacher.....**date**.....